Section:	06	Title:	Information Security
Sub Section:	06	Title:	Personnel Security
Document:	03	Title:	Security Manual

1. STANDARD

ISS will prepare a security manual that lists ISD's security policies and basic procedures. All ISD personnel will be required to provide signed acknowledgment that they have read and understand all policies and procedures.

1.1. Summary of Standard Changes

1.2. Purpose

To provide for a standardized approach and response by all ISD personnel to security issues.

1.3. Scope

Applies to all personnel of ISD.

1.4. Responsibilities

1.4.1. ISD management will provide an up-to-date security manual for employee use.

1.4.2. All ISD personnel will review the security manual, provide written acknowledgment, and will strictly follow all security policies and procedures.

1.5. Definitions and Abbreviations

1.6. Description of Standard

ISS will create a security manual for use by all personnel. The manual will be updated as needed. All personnel will be responsible to observe all security measures presented in the manual.

1.7. Implications

All ISD personnel will read and understand the ISD security manual. Any violations of these security policies and procedures will be dealt with under the provisions of the Arizona Revised Statutes.

1.8. References

1.9. Attachments

2. SECURITY MANUAL PROCEDURES

2.1. Summary of Procedure Changes

	STANDARDS AND PROCEDURES	
ARIZONA DEPARTMENT OF ADMINISTRATION		IT DIVISIONS (ISD & ITSD)

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2.2.   Procedure Details

2.2.1. An ISD Security Manual will be produced and updated providing written policies and procedures indicating correct security procedures in all areas for the ISD personnel. A separate manual documenting restricted security procedures will also be maintained documenting security procedures not available to the ISD personnel and used only by authorized security administrators.

2.2.2. All ISD personnel will be given the ISD Security Manual for their review. Personnel will be given the opportunity to question any policy or procedure. They will sign a statement indicating full understanding of the manual contents that will be filed in the ISD security unit.

2.2.3. Then the ISD Security Manual is updated, new elements will be distributed to all ISD personnel for their preview. Personnel will be given the opportunity to question any new or changed policy or procedure. They will sign a statement indicating full understanding of any changes to the manual contents that will be filed in the ISD security unit.

2.3.   References

2.4.   Attachments